

SMALL BUSINESS INITIATIVES

- Limited to Illinois businesses with less than \$10,000,000 in yearly gross receipts.
- Limited to designated projects as “small business initiatives” (set-asides) on bulletin.
- No prequalification is required.
- Authorization to bid is not required

Procedure:

Determine which projects in the bulletin you wish to bid on.

Obtain copy of plans and proposals via internet, at the Resource Center on Des Plaines Avenue, or by calling (217) 782-7806.

Completion of Bid Document:

Fill in information as follows:

Page 2 – Complete “Proposal” (listing of company name)

Page 3 – No Bid-Bond required (Do not complete or sign #5, Page 3 “Proposal guaranty”)

Page 4 – Do not complete “Combination Bids”, item 6, page 4.
Complete “Schedule of Prices”

Pages 5-9 – Read pages 5, 6, 7, 8, 9 and complete paragraph K on page 9.

Pages 9A – 9H – Complete pages 9A-9H (qualification and equipment inventory).

Page 10 – Read page 10 and sign certification statement.

Page 11 – Complete yes/no disclosures.

Pages 12-14 – Complete Form A.

Page 15 – Complete Form B.

Pages 16-18 – Read 16 and complete 17 + 18.

Page 19 – Proposal signature sheet –
Complete proposal signature sheet but do not complete “Proposal Bid Bond.”

Final Sheet – Complete proposal envelope cover sheet and affix to envelope.

Bids must be returned before 10:00 A.M., Friday, June 17, 2005, to Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764

Bid box will be promptly closed at 10:00 A.M. on June 17, 2005.

If you are a successful low bidder, you:

- Will be notified if you are the low bidder and if there is a disadvantaged business enterprise goal (DBE) on the project (see bulleting) you will submit a utilization plan within seven days. Call (217) 785-7528 for information.
- A contract will be sent in the mail.
- Sign the contract and return it with the required Performance Bond (in the amount of the Bid).
- The Illinois Department of Transportation will execute contract.
- Work may begin upon notification of the district engineer or staff.

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